TITLE
How to Print W2 Forms in QuickBooks: Step-by-Step Guide

Introduction

QuickBooks is a trusted accounting software used by millions of businesses to manage payroll, taxes, and employee records. One essential year-end task is printing W2 forms for employees, which summarize their wages and taxes withheld throughout the year. In this guide, we'll walk you through how to print **QuickBooks W2 forms** in just a few simple steps.

What Are QuickBooks W2 Forms?

W2 forms are IRS-required documents that employers must provide to their employees and the government. These forms show how much an employee earned and how much tax was withheld. QuickBooks simplifies this process by generating and allowing you to print W2 forms directly from the software.

Whether you are using QuickBooks Desktop or QuickBooks Online with Payroll, printing W2 forms is easy when you follow the correct procedure.

Step-by-Step Guide to Print W2 Forms in QuickBooks Desktop

Step 1: Make Sure You Have Active Payroll Service

Before you begin, ensure your QuickBooks Payroll subscription is active. You cannot generate or print W2 forms without an active payroll service.

Step 2: Update QuickBooks and Payroll Tax Tables

Go to the **Help** menu and select **Update QuickBooks Desktop**. Then, go to **Employees > Get Payroll Updates**, and download the latest payroll tax table. This ensures accuracy in your W2 forms.

Step 3: Prepare W2 Forms

1. Go to the **Employees** menu.
2. Select **Payroll Center**, then go to the **File Forms** tab.
3. Choose **Annual Form W-2/W-3 - Wage and Tax Statement/Transmittal**.
4. Click **Create Form**.

Step 4: Select the Filing Period

Choose the correct year for which you want to print W2 forms. Click **OK** after selecting the year.

Step 5: Choose Employees

You can print W2 forms for all employees or select specific ones. Once selected, click **Review/Edit** to confirm employee data.

Step 6: Print the Forms

1. Select **Print/E-file**.
2. Choose **Print W-2 Copies B, C & 2 for Employees** (these are the copies employees need).
3. Insert the correct W2 paper forms into your printer.
4. Click **Print**.

If you're also filing paper copies to the IRS, choose **Print Copy A** on pre-printed red forms.

Printing W2 Forms in QuickBooks Online Payroll

Step 1: Log in to QuickBooks Online

Access your QuickBooks Online account and go to the Payroll section.

Step 2: Go to Tax Forms

1. Click on **Payroll**, then **Tax Forms & W-2s**.

2. Select **Annual Forms**, then click **W-2 Copies B, C & 2**.

Step 3: Download and Print

1. Select the year.
2. Click on the employee name to view the W2.
3. Download the form as a PDF.
4. Print the form using plain paper or W2-compatible paper.

Important Tips for Printing QuickBooks W2 Forms

- Use **official W2 paper** for filing with the IRS or mailing to employees.
- Ensure your printer is properly aligned to avoid cut-off or misprinted information.
- Double-check employee details such as Social Security numbers and addresses before printing.
- Provide W2s to employees by **January 31** as per IRS guidelines.

Final Thoughts

Printing QuickBooks W2 forms doesn't have to be complicated. With the right payroll setup and a few clicks, you can easily prepare and print W2s for your employees. Following this step-by-step guide will ensure your forms are accurate, timely, and compliant with IRS regulations.

If you experience issues or need assistance with payroll features, consider contacting QuickBooks support or consulting a payroll expert.

By learning how to print QuickBooks W2 forms correctly, you'll save time and reduce errors during the busy tax season.

Address: 3616-3600 Shannon Rd, Los Angeles, CA 90027
Mail: info@quickbooksupportnet.com
Number: +1(866)500-0076